

**WE ARE
HIRING**

JOB OPENINGS

JOIN US

HELP WANTED

VACANCY

WELCOME

JOB

NOW HIRING

APPLY TODAY

WANTED





THE HIRING PROCESS

ON-BOARDING

Orientation with GM
Hire pack completed
Uniforms
Set up training with
certified trainer

REFERENCE CHECKS

Check references – use
Interview Guide
Make hiring decision
Set up orientation

RECRUIT

Hiring needs analysis
Place Indeed Ads
Dedicated hiring days

PRESCREEN

Review Resumes
Review applications
Pre-screen candidates
social media presence

INTERVIEW

Schedule interview times
Follow steps in the
Interview Guide
If confident of right fit do
an OJE



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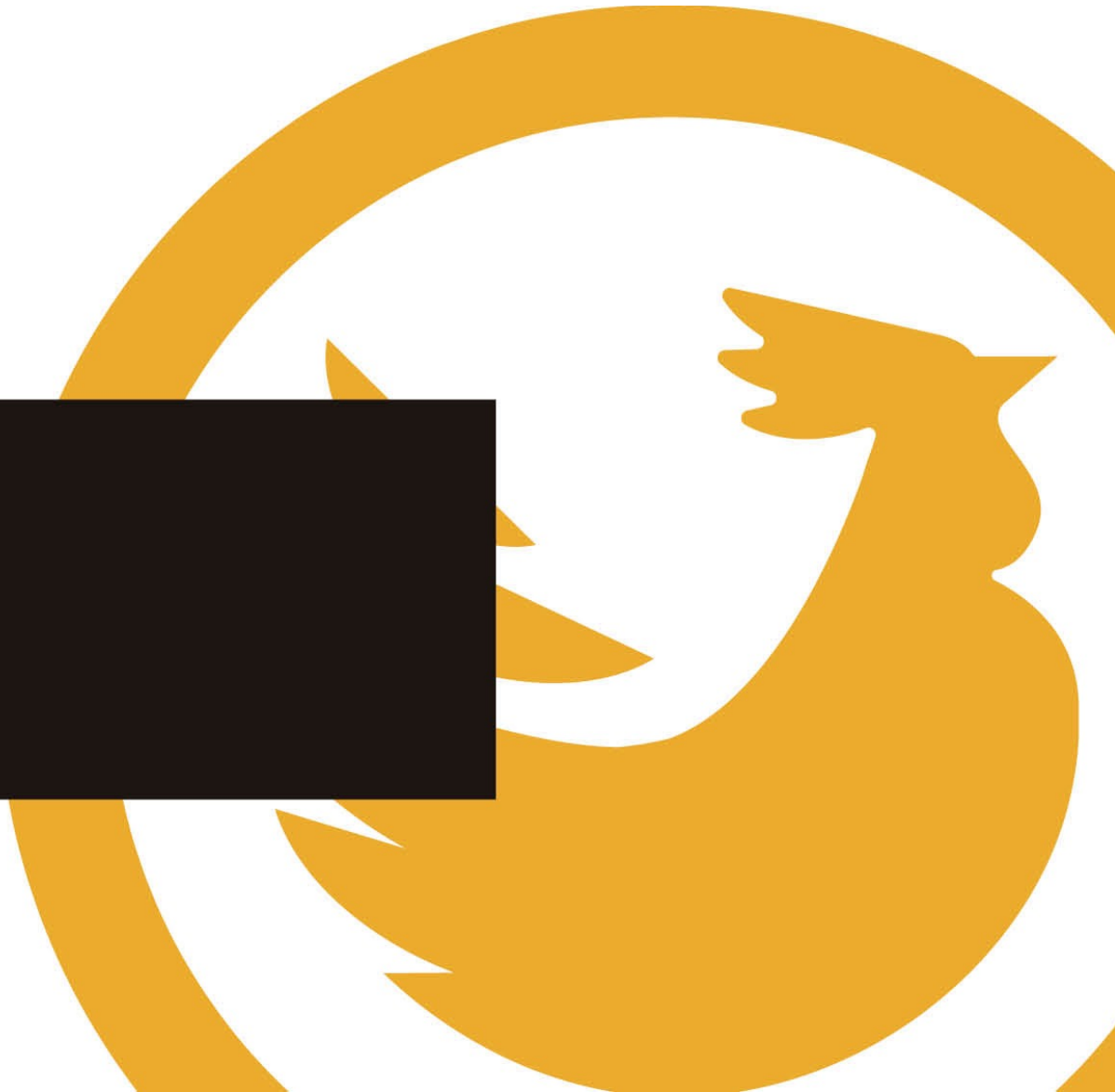
PRE-SCREEN

RESUME/APPLICATION SCREENING

- A quick skim will help eliminate candidates that do not need another minute spent on them (inexperience, too many short stay jobs, looking for a position you are not able to offer)
- Check the candidate's social media presence.(Facebook, Instagram, Whatsapp) look for red flags. (racial content, violence etc)
- A quick phone call could help clear up any questions you may have before setting up an interview.
- Ask your management do a quick screen when a candidate comes in to drop off a resume. Let them know what you are looking for in a potential new hire.



BEFORE THE INTERVIEW



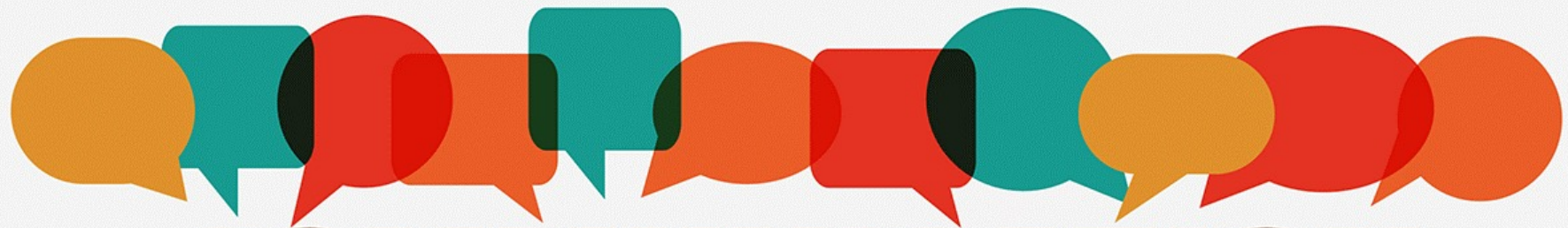


INTERVIEW

PEOPLE WE WANT ON OUR TEAM

- They are confident and optimistic.
- They have the ability to communicate effectively.
- They are a team player
- They look at each day as an opportunity to learn something new.
- They have an amazing work ethic.
- They are highly empathetic (they can put themselves in your shoes).
- They are self-aware (they are responsible for how they make others feel).
- They have integrity (they have the judgement to do the right thing, even when no one is watching).





COMMUNICATION

LISTEN
MORE

TALK
LESS



REFERENCE CHECK



INTERVIEW GUIDE

REFERENCE CHECK FORM

Completed by: _____ Position: _____

Date completed: _____

Candidate's Name		Position Applied For	
Reference Name		Reference Company	
Contact Information			

- Introduce yourself and the person you are getting a reference for.
- Let them know this will be quick and thank them for their time.

Best Practice – be somewhere you will not be distracted or interrupted. Use all your active listening skills. Truly listen to what they say but pay just as much attention to what they don't say.

QUESTIONS

1. How long did _____ work for you?
2. What was _____'s salary?
3. Would you rehire _____?

Thank them for their time.



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DECISION MAKING



ORIENTATION

